

9 August 1951

MEMORANDUM FOR: Assistant Director of Training
FROM : 25X1A9a
SUBJECT : Statement of Functions

1. In response to your request of this date.

a. Basic Mission:

Administration of a Career Management or Management Development Program. Pending decision of area of authority, O/TR versus Personnel, this basic mission appears in doubt.

b. Major Functions:

Have acted and am acting as a task force on special assignments and as an advisor (of sorts) to D/TR.

c. Major Tasks:

Working with Management on the organization of the enlarged Office of Training.

d. Personnel Support:

Occasional secretary.

e. Completed Tasks:

1. Worked on the briefing of Strategic Intelligence; completed digest of book, approval by Kent, and issuance of three digests, now used in orientation, etc.
2. Study of executive management and development plans in and out of the Agency. Culminated in a report, Tab (Appendix) I, in "A Program for the Establishment of a Career Corps in CIA" submitted to Gen. Smith.
3. Negotiations for retention of Educational Testing Service (partial) and all negotiations on acquisition of copyright from Princeton Press for digests of "Strategic Intelligence".

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4. Completed (with review and assistance by Ritzert) four project reviews: Language Study at Georgetown; Royalty payment to Princeton University Press; Educational Testing Service; Modification and enlargement of Georgetown agreement to embrace a language school operated by the Agency.

5. Study and coordination of administrative procedures at UTG/A (review and assist by [REDACTED] and a subsequent re-study when procedures appeared unsatisfactory.

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f. FUTURE TASKS PLANNED:

Study with Management on O/TR (see c)

[REDACTED] 25X1A9a

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